Monash University
Semester One, 2004
Faculty Of Information Technology

EXAM CODES: IMS1603/IMS1102

TITLE OF PAPER: INFORMATION USE AND MANAGEMENT

EXAM DURATION: 180 minutes writing time

READING TIME: 10 minutes

THIS PAPER IS FOR STUDENTS STUDYING AT: (tick where applicable)

- Berwick
- Clayton
- Malaysia
- Distance Education
- Open Learning
- Caulfield
- Gippsland
- Peninsula
- Enhancement Studies
- Other (specify)

During an exam, you must not have in your possession, a book, notes, paper, calculator, pencil case, or other material/item which has not been authorised for the exam or specifically permitted as noted below. Any material or item on your desk, chair or person will be deemed to be in your possession. You are reminded that possession of unauthorised materials in an exam is a discipline offence under Monash Statute 4.1.

AUTHORISED MATERIALS

CALCULATORS  □ YES   ✔ NO
OPEN BOOK  □ YES   ✔ NO
SPECIFICALLY PERMITTED ITEMS  □ YES   ✔ NO
if yes, items permitted are:

Candidates must complete this section if required to answer in this paper

STUDENT ID  __ __ __ __ __ __ __ __ __ __
NUMBER  __ __ __ __
SURNAME ........................................................................................................SIGNATURE...........................................................
OTHER NAMES (in full) ...............................................................................................
PART A: Short answer questions:

Select FIVE of these information management terms and briefly explain their meaning, using examples. Each answer is worth 1% of the total marks for the examination.

1. information retrieval
2. precision
3. “information as knowledge”
4. information architecture
5. dual coding
6. metadata
7. information by-product
8. fluid document
9. document content
10. Boolean operators

(5 x 1 = 5 marks)

PART B: Paragraph answers

Answer TWO of the following, using examples to illustrate your arguments. Each answer is worth 5% of the total marks for the examination.

1. Using an online travel agency as an example, discuss five (5) ways in which traditional documentary forms might be customised to meet user needs in an electronic environment.

2. Discuss five (5) ways in which the potential of the Internet as a promotional tool might be exploited by a campaign for healthy eating, targeting people in their late teens and twenties.

3. ‘A document can be defined as a record on a more or less flat surface’. Do you agree? Why?

4. ‘Delivering information is not in itself sufficient for becoming informed’. Do you agree? Why?

(2 x 5 = 10 marks)

PART C: Essays

Write on THREE of the following topics, using examples to illustrate your arguments. Each answer is worth 20% of the total marks for the examination.

1. ‘Classification offers both meaning and order to our use of documents’. Discuss.

2. ‘Ethical concerns have no place in the practice of information management’. Discuss.

3. Using an individual’s experience of high school study as your example, explore and explain the ways in which such an experience would be captured in a ‘web of documents’ (i.e. explain how an individual student would be able to use documents to prove and remember that they had studied in particular places at particular times etc.)
4. ‘Finding accurate, authoritative information is easy now that we have the Internet’. Do you agree? Why?

5. In what way is information overload a problem in society today? What measures can be taken to address this problem?

6. ‘Matching documents to users’ needs is a simple task, thanks to information technology’. Do you agree? Why?

PART D: Document Analysis

Look carefully at the document reproduced on the following page.

Answer ALL of the following questions. This section is worth 25% of the total marks for the examination.

1. Discuss the format (i.e. structure) of this document (i.e. how is the information structured in familiar and recognisable ways? How is this like all other leave forms?)

2. On or in what medium is the information of the original document stored?

3. What authority does this document possess? (i.e. What “power”, if any, does it have? How do we know it is what it purports to be?)

4. Briefly describe the types of necessary information it contains.

5. Why was it created? (i.e. what is its purpose?)

6. What technologies are used to create and read this document?

7. What contextual information about this document would be needed for its information value to be fully accessed? (Imagine you are from another planet, and have never seen a document like this one before. What would you need to know about it?)

(3 x 20 = 60 marks)

(5 + 1 + 4 + 3 + 2 + 2 + 8 = 25 marks)
APPLICATION FOR LEAVE

Instructions for completing the Application for Leave Form
1. The Application for Leave form must be completed & submitted prior to the staff member proceeding on leave (sick leave excepted).
2. For academic and general staff leave entitlements & conditions refer to the Monash University Enterprise Agreement (Academic & General Staff) 2000, or the Staff Handbook at www.adm.monash.edu.au/ssw/staff.htm. For trades & services leave entitlements & conditions refer to the Monash University Staff Handbook at the above web address.
3. All sections of this form must be fully completed. Incomplete forms will cause a delay in processing.
4. To amend or cancel an application, please provide a new form, authorised and clearly marked "Amended Application" or "Cancelled", together with a photocopy of the original application.

REMEMBER ... ARE YOU A SAP USER?
If you are a SAP user and will be away for more than 10 working days, have you completed a "Request for Temporary Access Delegation Form" (IASS036), which is available from www.adm.monash.edu.au/ssw/forms/forms.htm, for your temporary replacement? Please note: Allow 2 weeks minimum for this form to be processed

SECTION 1 – STAFF MEMBER'S DETAILS

<table>
<thead>
<tr>
<th>Organisational Unit</th>
<th>School of Alchemy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td>6 6 6 6 6 6</td>
</tr>
<tr>
<td>Title</td>
<td>Prof</td>
</tr>
<tr>
<td>Family Name</td>
<td>Dumbledore</td>
</tr>
<tr>
<td>Academic Staff</td>
<td>Yes</td>
</tr>
<tr>
<td>Given Name(s)</td>
<td>Maxwell</td>
</tr>
<tr>
<td>Are you a member of the Voluntary Reduced Working Year Scheme?</td>
<td>If yes – please tick the appropriate box below:</td>
</tr>
<tr>
<td>50/52</td>
<td>48/52</td>
</tr>
</tbody>
</table>

SECTION 2 – LEAVE DETAILS

<table>
<thead>
<tr>
<th>Leave Type (Select from list below)</th>
<th>First day of leave</th>
<th>Last day of leave</th>
<th>Working days or hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>1/11/17</td>
<td>8/11/17</td>
<td>6 Days</td>
</tr>
<tr>
<td>Long Service Leave - full pay</td>
<td>9/11/17</td>
<td>24/11/17</td>
<td>12 Days</td>
</tr>
</tbody>
</table>

LEAVE TYPES

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>Maternity Leave – paid*</td>
<td>Leave Without Pay*</td>
<td>WorkCover</td>
</tr>
<tr>
<td>Parental Leave – paid*</td>
<td>Paternity Leave – paid*</td>
<td>Transport Accident Commission Leave*</td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Adoption Leave*</td>
<td>Voluntary Reduced Working Year</td>
<td></td>
</tr>
<tr>
<td>Family Leave (for the care of staff members dependants)*</td>
<td>Leave Loading Substitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Service Leave - full pay</td>
<td>Long Service Leave - half pay</td>
<td>Outside Student Program - International*</td>
<td></td>
</tr>
<tr>
<td>Compassionate Leave*</td>
<td>Long Service Leave - double pay</td>
<td>Other leave (please specify)*</td>
<td></td>
</tr>
<tr>
<td>Outside Student Program - Domestic*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* supporting documentation must be provided. # supporting documentation should be provided where applicable, please see Staff Handbook for more information.

Part-time staff only –
Please circle days ordinarily worked during leave period. If not full days provide fraction of day or hours.

Mon | Tue | Wed | Thu | Fri | Sat | Sun |

SECTION 3 – ADDITIONAL INFORMATION

1. Have you included a medical certificate or statutory declaration with your application for sick, maternity, parental or dependant leave? [ ] Yes [ ] No
2. If unpaid leave is for longer than 3 months, do you want superannuation contributions to continue? [ ] Yes [ ] No
3. Do you require payment in advance? (refer to section 5.1.2.9 for Academic & General Staff, or Section 5.3.3.7 for Trades & Services Staff). [ ] Yes [ ] No

SECTION 4 – DECLARATION BY STAFF MEMBER

I understand that the approval of leave is subject to confirmation of entitlement & that I am responsible for all salary deductions (eg Health Insurance Cover) during periods of unpaid leave.

Signature [Signature] Date 20/10/17 Contact Ext. No. 77777

SECTION 5 – AUTHORISATION BY ORGANISATIONAL UNIT

[Signature 1] (Supervisor) Date 29/10/17 [Signature 2] Date 21/10/17

Please print name Anna Bunten

FOR HR SERVICES USE ONLY

Processed by [Signature] Date 22/10/17 Checked by [Signature] Date 22/10/17 Pay Period 21

Return completed form to HR Services, Student and Staff Services, Monash University, 710 Blackburn Road, Clayton, Victoria 3168
Gippsland staff should return completed form to HR Services, Student and Staff Services, Room 334 Building 1W, Gippsland Campus

SSS leave application.doc - 1/01

4 of 4